



The Department of Personnel Services, Employment Services Division announces the exam for:

Medical Assistant Level I/II including Special Skills

Exam # 28121-D (Re-Open)

Approximate Monthly Salary: \$3,382.56 - \$4,323.90

A 2% Cost Of Living Allowance is expected to take effect on June 21, 2020

DESCRIPTION

Under general supervision, the Medical Assistant performs a variety of technical and administrative supportive services in the provision of patient care; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Either: 1. Six months paid or unpaid experience in a private, public or military physician's office, medical clinic, hospital or other medical facility which has provided the required knowledge and abilities.

Or: 2. Six months paid or unpaid experience as an Emergency Medical Technician, Paramedic, or other medical-related service which has provided the required knowledge and abilities.

Or: 3. Completion of a medical assisting certificate program, in which, the major is designed to provide the skills necessary to succeed in Level I positions. Certificate program must involve internship, clinical rotation, and/or practical experience working in a physician's office, hospital, clinic or other appropriate locations.

Note: If you are qualifying under Pattern 3 of the Minimum Qualifications, a copy of certificate program must be submitted with application.

Please refer to job announcement for cut-off dates.

(Final cut-off is at 5:00PM on July 20, 2020)

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.

IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."